

THE TULALIP TRIBES

Police Department

Job Description

JOB TITLE: Communications Officer

JOB NUMBER: TTT-118-2008

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION: (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

☐ High school diploma or GED (attach copy)

SKILLS:

- ☐ Must have knowledge of the tribal personnel manual.
- ☐ Must have excellent communication skills, both verbal and written
- ☐ Must be computer literate with working knowledge of Microsoft Word, Excel, etc. and setting up and maintaining a computerized recording and monitoring system, etc.
- ☐ Must be able to type 25wpm. (test required)
- ☐ Must have general knowledge of office machines and procedures.
- ☐ Must be able to multi task

EXPERIENCE:

- ☐ Six (6) months office experience
- ☐ One (1) year Emergency Dispatch Experience **May be substituted for other emergency background based on the sole discretion of the interview panel*
- ☐ Six (6) months experience utilizing office skills
- ☐ Prior working experience utilizing communication and public relations skills

OTHER REQUIREMENTS:

- ☐ Must have valid drivers license (attach copies)
- ☐ Required to do random drug testing.
- ☐ Required to pass a pre-hire criminal, background investigation, and polygraph
- ☐ Must be willing and available for emergency call ins
- ☐ Must have good work and attendance history.
- ☐ Must have and maintain good reputation within the community.
- ☐ Must be able to work in a culturally diverse environment
- ☐ Must adhere to strict confidentiality of information seen or heard
- ☐ Must have the tolerance and patience to deal with upset, angry, and/or frustrated people
- ☐ Must be able to work evenings, weekends, holidays, and/or flexible hours as needed or requested.
- ☐ Must have a successful employment history with The Tulalip Tribes and/or other employment entities

Physical Characteristics and/or Prerequisites:

- ☐ Manual and finger dexterity for the operation of personal computer, office machines and routine paperwork
- ☐ Tolerance to be exposed to computer screen for prolonged periods of time
- ☐ Stamina to sit, stand and/or walk for prolonged periods of time
- ☐ Mobility to bend, stoop, and/ or climb stairs
- ☐ Ability to lift objects weighing up to 20 lbs

Tribal Department: Police Department

Employee Classification: Non-Exempt

Job Summary: Ensure that calls for service received by the Tulalip Tribal Police Services are handled in the best of interest of the tribal membership. Dispatch Officers to calls and perform the duties and functions contained in the Tulalip Tribal Police Policies and Procedures.

Employee Reports To: Communication Officer Supervisor or Patrol Officer Sergeant and/or Lieutenant or designee

Extent of Job Authority: Answers calls for police services, operates confidential police computer systems, keeps warrant records, court documents and police files. Files report, gathers data, operates two-way police communications, phones and cell phones. Operates within the Tulalip Tribal Police policy and procedures.

Specific Duties Performed:

1. Operates the Police Services ACCESS confidential computer systems, Department of Motor Vehicle Computers, NCIC systems.
2. Maintains the Warrant Records, Restraining Orders, No Contact Orders and Tribal subpoenas.
3. Keeps all emergency phone listings updated and the law enforcement contact list.
4. Answers all incoming calls to the police department dispatches police vehicles, fisheries officers, and other tribal programs.
5. Operates the computer aided dispatch programs, the Expeditor Report System, and record management system.
6. Meets with the public visiting the Tulalip Tribal Police Services and information are taken care of in a timely manner.
7. Is in daily contact with tribal Police Services audio and video security systems.
8. Operates and maintains the Tulalip Tribal Police services audio and video security systems.
9. Enters accurate and detail information into the CAD (Computer Aided Dispatch System)
10. Is responsible for keeping all information and records confidential.
11. Maintains contact with officers on duty to ensure that they are safe in the field and assist all officers with all assistance needs.
12. Will handle all reports daily, copy and send to the appropriate departments as soon as possible and make a file for each report and file it.
13. Answers all requests for accident and theft reports from Insurance Companies and persons requesting the information, mail reports, accept and receipt any fees for reports in a timely manner, along with a cover letter to insurance companies.
14. Maintains and keeps all office equipment in good working order and to order any supplies that are needed for equipment.
15. Makes sure office is maintained and kept in order.
16. Operates within the guidelines of the Tribal Police Policy and Procedures Guide.

Terms of Employment: This is a regular full-time position requiring 40 hours per week or 2080 hours per year.

Pay Range: \$17.03 - \$18.25 per hour

Opening Date: October 7, 2008

Closing Date: Open Until Filled

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 716-4747 or toll free 1 (800) 869-8287.